



# 27th Special Operations Wing

## Speaker Request



### **Welcome!**

Thank you for your interest in requesting a speaker from Cannon Air Force Base, home of the 27th Special Operations Wing. When we send a speaker to your event, our primary goal is to create a dialogue with you and give insight into our roles, missions, overall capabilities, and the men and women who make up the United States Air Force.

We do our best to fulfill as many requests for speakers as possible and there is no charge for our services. However, based on mission requirements and the availability of speakers, it is possible that we may not be able to support all requests, and there exists a very slight possibility that we may have to cancel our attendance to your event last-minute.

Any organization, group or individual can request an Air Force speaker. This includes: Community groups, business organizations, industry associations, as well as schools of all levels. We are restricted from participating in fundraising events and political activities.

The further in advance you request a speaker, the better your chances of getting the right person for your event. This is particularly important for senior officers whose schedules are set months in advance. To request a speaker, please fill out the form completely and send it to us two to four weeks in advance of the speaking engagement. Missing information could result in unnecessary delays or the inability to provide a speaker. Generally, we will respond within a week of receiving your speaker request.

For additional information, contact the Public Affairs office at (575) 784-4131.

### **Submit requests to the Public Affairs office at least 30 days in advance by:**

E-mail:

[27SOWPA.PublicAffairs@us.af.mil](mailto:27SOWPA.PublicAffairs@us.af.mil)

Mail:

27th Special Operations Wing Public Affairs  
Attn: Community Relations  
110 Allison Ave Ste 1150  
Cannon AFB NM 88101



# 27th Special Operations Wing

## Speaker Request



**I. Sponsoring organization(s):** \_\_\_\_\_

Person to contact relative to this request (name, address) \_\_\_\_\_

(Telephone number, fax number, e-mail address) \_\_\_\_\_

**II. Event Name:** \_\_\_\_\_

Date \_\_\_\_\_ Meeting will begin at: \_\_\_\_\_ Meeting will end at: \_\_\_\_\_

Place (name, address & city) \_\_\_\_\_

If location is outside Clovis or Portales, please give directions to the meeting place from Cannon Air Force Base: \_\_\_\_\_

**III. Speech:**

Subject desired: \_\_\_\_\_ Time to be allowed: \_\_\_\_\_

Will there be a question & answer period after speech? \_\_\_\_\_

When during the event will the speech take place (e.g., during the first hour): \_\_\_\_\_

Please list/attach the order of events if possible: \_\_\_\_\_

**IV. Speaker:**

Rank or duty description desired: \_\_\_\_\_

Suggested Dress (formal or casual): \_\_\_\_\_

Can the speaker bring his or her spouse/family? \_\_\_\_\_

**V. Details of the program:**

Other speakers (please list in order of appearance; include speech subject and speech length) \_\_\_\_\_

Event agenda \_\_\_\_\_

**VI. Audience:**

Estimated size: \_\_\_\_\_

Composition of audience: (businessmen, teachers, general public, etc.) \_\_\_\_\_

**VII. Publicity:**

Will the event be open to the news media? If so, are news media expected to attend? \_\_\_\_\_

Will the speech be broadcast? \_\_\_\_\_

Will the speech be taped, filmed or otherwise recorded? \_\_\_\_\_

**VIII. Equipment:**

Will sponsoring organization provide screen, projector, television set, and/or video cassette recorder, if required? \_\_\_\_\_

**IX. Miscellaneous**

Give any other significant information which may be helpful in the selection of an appropriate speaker. If more space is needed, please use a continuation sheet. \_\_\_\_\_